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ABSTRACT

This manual for volunteer teachers from Canada traveling to the West Indies to assist host governments with improving their teachers' skills describes the organization sponsoring the teachers, the nature of the volunteers' duties, and practical aspects of the stay abroad. Two opening sections describe the Organization for Cooperation in Overseas Development (OCOD) and its history, its overall structure, funding sources, and program objectives. A section details the application and selection process for teachers, called tutors in the program, who wish to serve. A job description indicates: tutors must attend orientation and planning sessions; tutors must develop, with host country tutors, detailed lesson plans for workshops, and team-teach these workshops with their West Indian counterparts; tutors must keep a log of daily activities, aid in planning a 2-3 year program, turn in various forms after the workshop ends, and attend a debriefing session. There are also sections on teacher contracts, arrangements for dependents, procedures for expressing concerns, orientation activities, the authority of the team leaders, expenses, accommodations, travel arrangements, suggestions for what to bring, and warnings about illegal drugs, the "Black Market," and advice on entry through customs. Appended are a map of locations in the West Indies that the program serves, a chart of 1992 workshops conducted, a list of team leaders with telephone numbers, and additional information on OCOD personnel and offices. (JB)

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ORGANIZATION FOR COOPERATION IN OVERSEAS DEVELOPMENT

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1992 TUTOR'S MANUAL

SP036511

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ORGANIZATION FOR CO-OPERATION IN OVERSEAS DEVELOPMENT

TEACHER EDUCATION

SUMMER WORKSHOP PROGRAMME

TUTOR'S MANUAL

1992

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1. Academic Upgrading of Unqualified Teachers in the Windward Islands by Distance Teaching, by Errol Miller 1987
2. Facilitating Adult Learning at a Distance: OCOD - CTTP Training Manual , by Lyngrid S. Rawlings 1987
3. Comprehensive Teacher Training Project: Plan of Operation for the Project - Phase 1, by Salasan Assocaites, Inc.
4. The Comprehensive Teacher Training Program (brochure)
5. OCOD Semi-Annual Report to CIDA : Canadian International Development Agency Re: Project # 0100920 - S 22568 15 April 1990
6. OCOD Semi - Annual Report to CIDA: Canadian International Development Agency RE: Project # 010920 - S 22568 15 November 1990
7. OCOD-CTTP Test Evaluation Report, by Dr. Leonard Shorey, 1991
8. OCOD - CTTP Learner Supports Package: Learner Workshops 1991
9. OCOD-CTTP INTEGRATED SCIENCE - SCHOOL BASED ASSESSMENT MARKER / TUTOR HANDBOOK
10. OCOD-CTTP OFFICE MANUAL, by Gene Walters 1992
11. OCOD. Report on the Comprehensive Teacher Training Project (CTTP) to OCOD Board of Directors, Winnipeg, Manitoba, Canada , by Helen Buckley, 22 February 1992
12. OCOD Semi - Annual Report to CIDA: Canadian International Development Agency, re: Project # 010920 - S 37082 by Dr., heather Sharman, 15 April 1992
13. OCOD - CTTP Progress report to OCOD - CTTP Country Co-ordinators and Their National Advisory Committees, by Helen Buckley, October 1992
14. OCOD - CTTP An Innovative and Successful Caribbean Project Using Distance Learning, by Helen Buckley November 1992
15. OCOD - CTTP Revisions Workshop Report 15 - 18 December 1992
16. OCOD - CTTP Update Report for OECS Education Desk April 1993
17. OCOD - CTTP Phase I Wind Down Plan and information for Implementation Phase, 30 April 1993
18. OCOD -CTTP Course Completion Survey on the Delivery Process and the Course Content of the OCOD - CTTP Distance Education Project: Learner Survey 1993
19. OCOD - CTTP: An Introductory Study Booklet for OCOD -CTTP Learners
20. A Report Prepared for the Commonwealth of Learning for Consideration in a Handbook for Developing Gender Sensitive Educational Materials, by Helen Buckley and Gene Walters, May 1994

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WHAT IS OCOD?

OCOD is a voluntary, non-profit organization which recruits and sends teachers overseas to assist host governments with the up-grading of their teachers' skills. Selected host country and Canadian teachers staff workshops for teachers enrolled by their Ministries of Education.

HISTORY

OCOD grew out of the Manitoba Association for World Development (MAWD), which inaugurated *Miles for Millions*. For three summers, MAWD sent groups of Winnipeg students to work with St. Lucian students in a variety of community projects. The Canadians returned with the feeling that, while they enjoyed the learning experience, their achievements were not commensurate with the cost of the exercise and that, in fact, there was little benefit to the host country, which was obliged to spend money and time entertaining them.

In 1972, MAWD sent a small group of experienced teachers to staff workshops for St. Lucian teachers. So successful was this experiment that when MAWD disbanded in 1973, OCOD was formed to continue this work. In its first year, also, OCOD assisted with the establishment of a trade-training school in Rio de Janeiro, Brazil. With the cooperation and financial support of the Rotary Clubs of Manitoba, CIDA and the Brazilian government, this school was built and functioning by the end of 1974.

In 1974, OCOD expanded its work to include Dominica and Montserrat. In 1976, the Bahamas, St. Kitts, Nevis, Antigua and Guyana were added. As well, special regional workshops were conducted in Barbados and Trinidad for West Indians working with the mentally handicapped. In 1979, OCOD supported Trent University in mounting a special program in English for the University of Malawi, East Africa.

St. Vincent and Grenada joined the program in 1981 and 1985, respectively. Belize received a special program in 1985. Between 1985 and 1988, three Canadian Tutors on long-term assignment served at the Teacher Training College in Dominica. In 1987, OCOD opened a Regional Office in St. Lucia. Currently, a Comprehensive Teacher Training Project involving distance education techniques is being developed.

WORKSHOPS

Working hours vary among the countries served. In most, workshops run from approximately 8:30 a.m. to 1:00 or 1:30 p.m. In a few, workshops are held in the afternoons as well, lasting to about 3:30 p.m.

OCOD's obligation is to provide 50 hours of instruction each summer. Every effort is made to achieve this objective. However, special conditions (e.g., availability of transport for Trainees, lunch arrangements, etc.) may force some Ministries to operate on schedules which Tutors might not prefer. The Team Leader, in consultation with the Program Coordinator, tries to provide the best possible working conditions. The length of the teaching day and of the workshop are decided by the local Ministry of Education.

Most workshops last for 2 weeks and occur between mid-July and early August. To complete a course, Trainees attend 2-3 Workshops in consecutive summers.

OCOD STRUCTURE

Under a small Board of Directors (which is answerable to the Department of Corporate and Consumer Affairs and to CIDA) a Planning Committee manages OCOD's program. This Committee is composed of the Team Leaders' Coordinator, the Chairmen of the Recruitment/Selection and Tutor Preparation Committees, the Chairman of the Planning Committee and the Executive Director. Other persons may be invited to join the Committee for special purposes. Team Leaders meet regularly with the Planning Committee.

OCOD's Head Office is staffed by an Office Manager, a Secretary, three part-time Office Assistants and the Executive Director. The Regional Office is staffed by the Executive Director and office personnel. Volunteers assist with the many professional and administrative services required. Team Leaders are the links between the Planning Committee and the countries served, and are, with Program Coordinators, in charge of teaching teams overseas. Program Coordinators, are senior officials in the host Ministries of Education. They are responsible for the workshop sites, and are the official links with host governments.

FUNDING

OCOD is funded by the Canadian International Development Agency (CIDA). CIDA covers the cost of recruitment and preparation of Tutors, planning (which involves bringing West Indian Tutors to Canada at Easter), airfares and accommodation for Canadian Tutors on assignment, workshop materials, program evaluation, and regular consultation with host Ministries of Education. These funds are provided as a grant to match the value of all Tutors' volunteer services.

PROGRAM OBJECTIVES

OCOD's objective is to assist the countries served to achieve self-sufficiency in the teaching profession. All courses are designed by the host country and developed jointly by Host Nationals and Canadian Tutors in a special Planning Session.

The Canadians are carefully selected on the basis of expertise, experience, sensitivity to cultural differences, and ability to adapt to different working conditions.

A recent innovation was the Advanced Regional Program (ARP) in which special training in workshop skills was provided for potential West Indian teacher-trainers who will be available to staff workshops in their own countries on a year-round basis. ARP Participants spent two weeks in Winnipeg in each of two succeeding years and underwent clinical supervision during two summers, when they taught on OCOD teams in their own or other countries.

Specific Objectives of the OCOD Program

a. Basic teacher-training & methodology for untrained teachers.
b. Upgrading/refresher courses for trained teachers.
c. Continuing education for school leavers, with emphasis on preparation for the job market.
d. Training of *specialists* for Ministries of Education which are unable to provide this training themselves.
e. Preparation of potential teacher-trainers for use by their Ministries in on-going in-service programs.

APPLICATIONS/SELECTION OF TUTORS

Any Canadian citizen or landed immigrant who is qualified to teach is eligible to serve as a Tutor. Most Tutors are practising teachers, but occasionally qualified people with special expertise are recruited.

The Recruitment Committee studies applications and makes a *shortlist* based on applicants' academic qualifications, experience and supporting references. Applicants on the *shortlist* are invited to interviews conducted by subject area specialists and Team Leaders.

Applications, which are available by mid-October, may be obtained from the OCOD office.

The selection process takes about two months. All applicants receive written replies by the end of February.

TUTOR'S JOB DESCRIPTION

Selected Tutors are required to:

1. Attend Orientation and Planning Sessions;

2. Develop with Host Country Tutors detailed lesson plans for workshops;

3. Team-teach with their West Indian counterparts;

4. Keep a log of daily activities as a record of what actually was achieved for the information of subsequent Tutors;

5. Aid in planning/modifying (where necessary) a 2-3 year program;

6. Return to OCOD, as soon as possible after the workshop, completed:

   - Trainee Registration Forms
   - Evaluation Questionnaires
   - Planning Guides as revised on site
   - Airline passenger coupons;

7. Attend a Debriefing Session.

CONTRACTS

Tutors are required to sign contracts (distributed by Team Leaders). (See Appendix v)

At any time prior to a Tutor's departure on assignment, a program may be cancelled if conditions or a program change wararant such action. OCOD cannot guarantee alternative placement of Tutors in the event of cancellation of a program.

Tutor and Team Leader appointments are made for one (1) year.

RE-APPLICATION IS NECESSARY

IN EACH SUCCESSIVE YEAR.

TUTORS' DEPENDENTS

1. The OCOD Board has the right to determine whether dependents may accompany a Tutor on assignment or not.

2. The Team Leader is not expected to make any arrangements for persons other than Tutors.

3. Accommodation costs for dependents sharing a Tutor's accommodation will reflect actual per person costs, not necessarily the preferred rates given to OCOD.

TUTORS' CONCERNS

Procedure for Tutors who wish to express concerns:

The concern should be expressed in writing to the Team Leader who will forward it to the Executive Director for placement on the agenda of the next Board meeting. In exceptional circumstances, the concern may be sent directly to the Chairman of the Board. The Board will reply to the person expressing the concern.

If the concern can be resolved beforehand, to the satisfaction of both parties, the matter need not be referred to the Board.

ORIENTATION

Orientation is the preparation of Tutors for their overseas assignments. Selected Tutors should begin this preparation by gathering as much information as possible from Learner Centres, Libraries, foreign students, CUSO, CIDA and OCOD personnel who have served overseas.

Tutors are required to attend the Canadian Tutors' Orientation Session to prepare them for their summer assignments and for the Planning Session with their West Indian counterparts.

Workshop Planning takes place during a weekend shortly after the Canadian Teachers' Spring Break. The West Indian Tutors visit Winnipeg for about five days, during which they provide the Canadians with detailed information on their countries and explain their Ministries' expectations of the workshops. With the Canadian Tutors, they plan the summer workshops in detail.

Attendance at Orientation Sessions, Planning Sessions and special meetings scheduled by Team Leaders is required of all Tutors.

TEAM LEADER'S AUTHORITY

1. The Team Leader is OCOD's official representative to the Ministry of Education in the host country.

2. The Team Leader has sole authority to speak on behalf of the Board in the territory.

3. The Team Leader has sole authority to spend the on-site budget provided for each workshop.

4. The Team Leader has complete disciplinary authority over Tutors on assignment. Tutors will be held responsible by the Team Leader for their dependents' conduct which must not in any way affect the smooth running of the workshops or create undesirable situations.

5. After selection of Tutors has been completed, the OCOD Board will appoint an assistant Team Leader. Assistant Team Leaders will act for Team Leaders after the latter leave for their assignments, and en route with teams. They will also share the Team Leader's duties as mutually agreed.

EXPENSES

As a volunteer organization, no remuneration of any kind is paid to Tutors in the Caribbean Summer Workshops for their services.

OCOD PAYS:

1. Tutor's economy class air ticket.

2. Hotel Bill (overseas) for the time during which the course is in operation.

3. Three Meals per day for Tutors.

4. A Fixed Allowance to cover miscellaneous personal expenses connected with the course, e.g., laundry, airport taxes, etc.

5. Land Transportation: (overseas)

   - between airport and hotel on arrival and departure;
   - between course site and hotel daily.

6. Land Transportation/Hotel Accommodation: (In Canada) Rural team members will be reimbursed for gasoline charges and meal costs incurred while travelling for scheduled meetings. If required, hotel accommodations will be booked and paid for by OCOD (usually two Tutors per room) at Place Louis Riel, 190 Smith Street. OCOD will cover room and tax only.

   If you stay elsewhere, OCOD will refund your accommodation expenses to a maximum of $30.00 per day plus GST and PST, which is the cost to us for shared accommodation at Place Louis Riel.

ALL TRAVEL CLAIMS MUST BE SIGNED BY THE TEAM LEADER, WITH RECEIPTS ATTACHED.

7. Insurance: A special sickness and accident policy on Tutors overseas covering medical expenses over and above those covered by Medicare.

8. Cost of Inoculations, if required, for specific territories served by OCOD.

OCOD DOES NOT PAY:

1. Travel Costs exceeding the cost of ticket.

2. Additional Charges accruing from extra days taken before or after the assignment.

3. Private Bills, e.g., liquor, telephone, room service, dependents' health insurance, Tutor's health insurance for extended trips, costs of obtaining passports and inoculations for personal travel.

4. Land Transportation for Private Purposes: OCOD is not liable for accidents, traffic violations or misadventure experienced or incurred by Tutors.

5. Land Transportation: (Local) Costs not previously authorized by the Team Leader.

6. Excess Airline Baggage except where specially authorized by the Team Leader for materials essential to the running of the workshop.

7. Any costs incurred by action not specifically authorized by an OCOD Director or Team Leader.

ACCOMMODATION OVERSEAS

Tutors stay in hotels - usually single accommodation. In certain circumstances, where the hotel accommodation is considered adequate, Tutors may be asked to share accommodation.

TRAVEL

1. Tickets, belonging as they do to OCOD, can be re-routed by the Travel Agent only on our authorization. Consequently, the Travel Agent cannot respond to requests from individual Tutors. A Tutor wishing to change his/her routing must discuss the matter with the Team Leader who will communicate his/her decision to the Travel Agent through the OCOD office. **The Travel Agent will accept orders for tickets to be billed to us from the OCOD office only.**

2. Tutors will be provided with the most economical airline ticket available within our guidelines and timelines. Recently imposed restrictions dictate that, in certain cases, to secure the most economical rate, only a limited number of specified airlines may be used. We are not able to use seat sale specials because of the number of conditions imposed by the airlines.

3. All Tutors in a territory are expected to arrive at their assignments at the same time, except in special cases as approved by their Team Leader.

4. Tutors are free to make their own arrangements to travel elsewhere - or remain in the territory - after assignment. However, the following should be noted:

   a. Responsibility for increasing OCOD's ticket to *full fare* rests with the Tutor who must make his/her own arrangements with the Travel Agent for payment;

   b. Arrangements to remain in a hotel beyond the date prescribed by the Team Leader must be made with the hotel management. Hotels are advised of the dates on which OCOD will be responsible for payment of Tutors' bills;

   c. Should the Team Leader decide that conditions in the country pose a threat to the safety of Tutors, he/she will instruct all Canadian Tutors when to leave the country. OCOD accepts no responsiblity for Tutors who disobey this instruction.

5. Passports are required for identification purposes in all the countries in which OCOD is now conducting programs. Applications submitted in person to the Winnipeg Passport Office will take approximately one week to process. If they are mailed to the Ottawa Passport Office, it will take three months. All applications must be accompanied by two passport photographs.

   Passports can be obtained through the Winnipeg Office:

   Revenue Canada Building
   308-391 York Avenue
   Winnipeg, MB R3C 0P4
   Telephone: 983-2184

   N.B. Persons visiting Trinidad & Tobago must possess a passport valid for at least 6 months beyond their stay.

6. To determine whether you need any inoculations for the places to which you are travelling (apart from the country to which we assign you), check with:

   Health & Welfare Canada
   500 - 303 Main Street
   Winnipeg, MB R3C 0H4
   Telephone: 983-4194

Dependents' Travel

1. OCOD's Travel Agent is required to ensure the arrival of all Tutors at their assignment on time. In cases where available space on a flight is limited, Tutors will be booked first. This means that a Tutor could be obliged to leave his/her dependents behind en route.

2. Tutors who wish to use the cheaper airfares available for their dependents should consider the possibility of having dependents travel on their own.

WHAT TO CARRY?

1. *Tropical* clothing - lightweight, cotton shirts, pants, dresses (which are cooler than slacks). A suit or *shirt-jack* for formal occasions.

   N.B. Beachwear, flamboyant shirts/dresses, shorts are not considered appropriate attire for teachers. In some countries this attire is not appropriate except in restricted *tourist areas*.

2. Your own cures for such things as headaches, diarrhea, etc., and any other medication you occasionally require.

3. A small amount of U.S. currency - say $50.00 - which is universally accepted by taxi drivers, porters, etc. Eastern Caribbean currency can be obtained at most Canadian banks or at the Toronto airport.

WARNINGS!

1. **Drugs:**

   Customs authorities are empowered to have arrested anyone carrying drugs other than clearly marked prescriptions or patent medicines. Most countries' courts punish foreigners convicted of illicit trafficking in or using drugs even more harshly than they do their host nationals.

2. **"Black Market":**

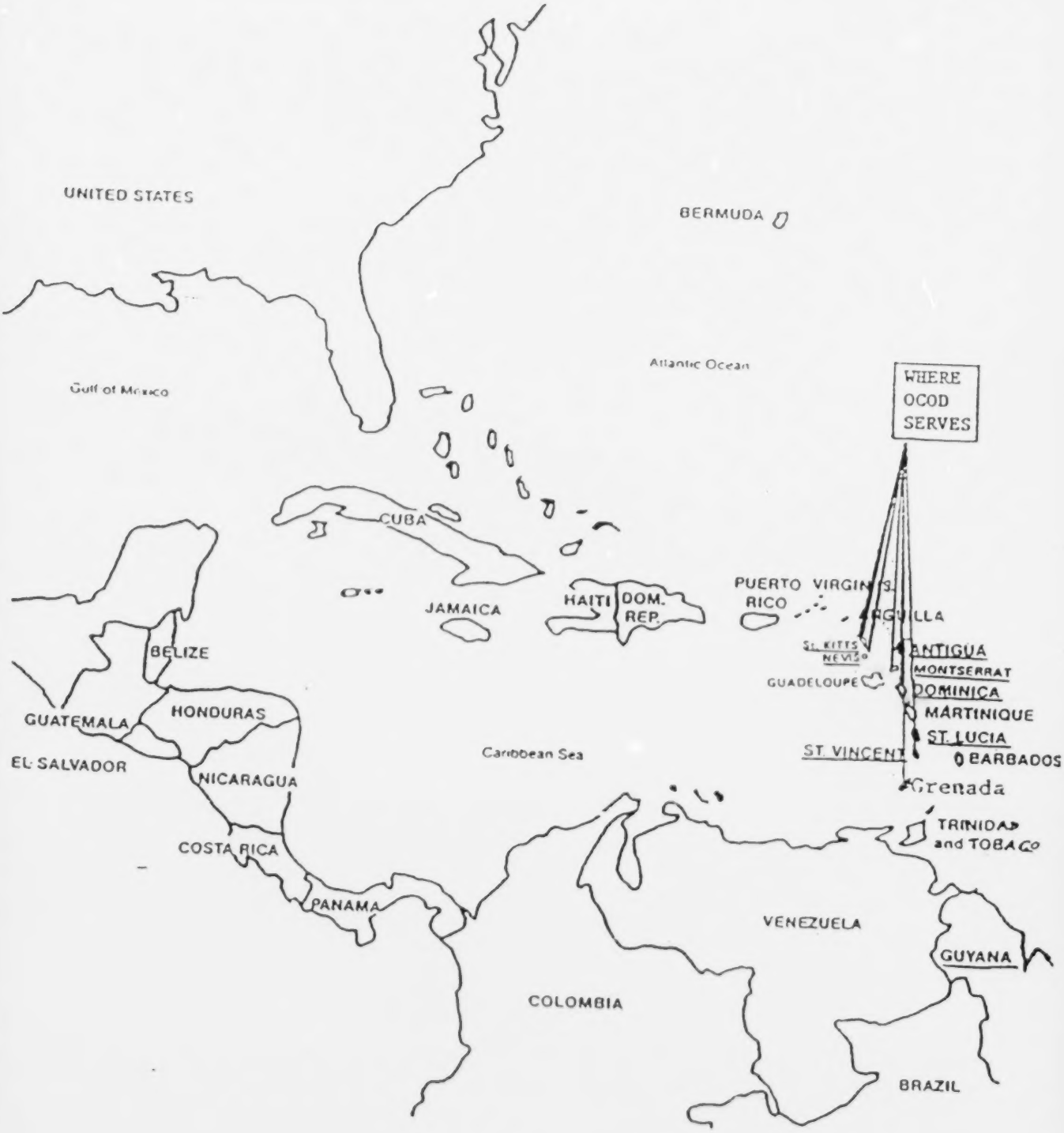
   a. **Currency:** Profiteering (i.e., selling foreign currency to individuals at an exorbitant rate) is illegal. In some countries, it is illegal to convert currency in unauthorized places.

   b. **Smuggling Gold** in any form in or out of countries is a criminal offence.

c. The crates shipped from here in advance must contain educational materials only. In special cases, with the permission of the Team Leader, other required materials which are not dutiable or contraband in the receiving country may be included.

3. **Entry Through Customs:**

Customs Officers everywhere have the right to search individuals and their luggage. In most instances, where OCOD Tutors are met by senior government officials, this right of search is waived. However, should a Tutor be discovered attempting to smuggle dutiable or contraband goods into a country, the host government, the Canadian government (our sponsors) and ourselves would be seriously embarrassed and powerless to assist the offender.



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Appendix i

SUBJECTS	ANU	DOM	GND	MNI	NEV	SKB	SLU	STV
Art			I					
Career Start						U*		
Classroom Management			II*		I			
College English	U							
Computer Training	I		I					
Curriculum Development						I	U*	
Drafting/Graphics					I			
Drama							U	
Electricity		III						
English (Secondary)					I			
English as a 2nd Language		III						
ESL (Infants)							I	
Guidance/Counselling	II*						U	
Home Economics		III						
Induction (Prim & Sec)		U*						
Infant Methods				II				I
LA/Math			I					
Language Arts	II		I					I
Learning Disabilities						II		II
Library Science	U							
Mathematics			I					U*
Measurement & Testing						I		
Music	II	III						
Orientation	U						U*	
Physical Educ/Coaching Skills		I	I				I	
Pre-College						U		
Pre-School Methods/Education		I			II			
Reading	I		II					
Remedial Reading				II				I
School Leavers					U*			
School Management		II		II				
Science			I			II		U*
Special Education		III						
Student Assessment	U*	II			II			
Teaching Strategies							U	
Test Construction & Analysis							U	
Woodwork		U*						

ANU - Antigua
DOM - Dominica
GND - Grenada
MNI - Montserrat
NEV - Nevis
SKB - St. Kitts
SLU - St. Lucia
STV - St. Vincent

Code: U - Unphased Course
I, II, III - Course phase
* - Taught by U.I. Tutor only

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TEAM LEADERS - 1992

		Telephone Home	Work
ANTIGUA	Mr. Bill Potter	261-9757	985-6122 FAX 985-6131
DOMINICA	Mr. Dave Banting	896-3048	261-3350
GRENADA	Mr. Bil Roberts	489-3829	942-6965
MONTSERRAT	Mr. Gary Evans	475-1749	253-1492 FAX 256-5371
NEVIS	Mr. Ed Melnyk	269-1554	667-8823
ST. KITTS	Mr. Doug Taylor	783-9957	474-1492
ST. LUCIA	Mrs. Angela Narth	269-5849	663-5078 FAX 661-5618
ST. VINCENT	Mr. Joe Rebizant	1-886-2687	1-886-2593 FAX 1-886-2590

* * * * * * *

Team Leaders' Coordinator	Mr. Peter Cowie	284-7011	256-4366
Assistant Team Leaders' Coordinator	Mr. John Donnelly	261-9776	-

Appendix iii

THE PLANNING COMMITTEE

		Telephone	
		Home	Work
Chairman	Mr. Jack Jonasson	667-2025	667-7130
	Committee Chairpersons		
Team Leaders' Coordinator	Mr. Peter Cowie	284-7011	256-4366
Recruitment/ Selection	Mr. Ed Melnyk	269-1554	667-8823
Tutor Preparation	Mr. Peter Narth	269-5849	237-0219

Appendix iv

BOARD OF DIRECTORS

Chairman	Mr. Peter Narth	269-5849	237-0219
Secretary Treasurer	Mr. Art Leach	237-3757	-
	Mr. Jack Jonasson	667-2025	667-7130
	Mr. Ed Melnyk	269-1554	667-8823
	Mrs. Angela Narth	269-5849	663-5078

OCOD OFFICE

Address:

Archwood School
800 Archibald St.
Winnipeg, MB
R2J 0Y4

Phone: 233-4382

Staff:

Office Secretary - Mrs. Cecile Cucheran
Res. Phone: 253-1088

Office Manager - Mrs. Barbara Drebert
Res. Phone: 237-0309

HOW TO GET THERE

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(Sample only)

Tutor's Contract

1. I, _____, in consideration for the covenants contained herein and being performed by the Organization for Cooperation in Overseas Development for me do hereby agree to serve the Organization for Cooperation in Overseas Development in the 1992 Caribbean Summer Workshops.

2. I agree to perform such teaching duties and attend such preparation and planning sessions for these duties as the Organization may require of me without remuneration of any kind.

3. It is recognized that authority in all educational matters is vested in the Organization for Cooperation in Overseas Development.

4. The Organization for Cooperation in Overseas Development is responsible for providing me with:

   i) Economy air passage from my home to the territory of assignment and return;
   ii) Accommodation and meals for the period during which I am required to work away from my country of residence.

5. This contract may be voided by the Organization for Cooperation in Overseas Development for any of the following reasons:

   i) Inadequate preparation for my assignment;
   ii) Dismissal from my present position before the workshop begins;
   iii) Proven incompatibility with other selected Tutors;
   iv) A change in the requirements of the program.

6. This contract may be voided by me:

   i) By sending a written statement to the Chairman of the Organization for Cooperation in Overseas Development prior to June 1, 1992.
   ii) By sending a medical certificate of illness to the Chairman of the Organization for Cooperation in Overseas Development.

7. It is understood that should I fail to complete my teaching assignment for the reason or reasons unacceptable to the Organization for Cooperation in Overseas Development Board, I will be required to refund to the Organization for Cooperation in Overseas Development a sum of money which will be a percentage of the total amount expended by the Organization for Cooperation in Overseas Development for my airfares, transportation, accommodation and meals and which sum will be proportionate to the unserved portion of this contract.

8. It is understood that this contract is for one assignment only, and that the Organization for Cooperation in Overseas Development is under no obligation to re-appoint me in subsequent years.

Signed: _____ Date: _____